



DRAFT

**Health Professions Education Foundation
Board of Trustees
Program Committee Meeting
June 1, 2006
9:30 a.m. to 11:00 a.m.
Sacramento, CA**

MINUTES

Committee Members:

Present: Diana Bonta, Mary Canobbio, Richard Fantozzi, Robert Hertzka, Linda Lucks, Deepak Kumar Rajpoot, Barbara Yaroslavsky

Absent: Keith Feder

Quorum present: Yes

Others present:

Board of Trustees: Tadao Fujiwara, Gary Gitnick, Jimmy Hara, Harold Lancer, Linda Lucks, Lisa Williams

Council of Advisors: Larry Baum

Staff: Robyn Boyer, Sandra Lieu, Diane Tomoda, Monique Voss

Guests: Elizabeth Wied, OSHPD Chief Counsel

Proceedings:

- *Meeting called to order* at 10:15 a.m. by Chair, Dr. Richard Fantozzi.
- Dr. Fantozzi welcomed everyone. Roll call was taken by Monique Voss.
- It was noted that Dr. Keith Feder was not present. Staff needs to follow-up with Dr. Feder to clarify his interest in staying on the Board because his term expired.

Organization of Committee

- Ms. Voss was assigned as committee recorder to take minutes, along with the assistance of Sandra Lieu.
- The Programs Committee Charter was not reviewed.
- Scheduling of the next Program Committee meeting, prior to the September 7, 2006 Board of Trustees meeting, was mentioned but no date was set.

Old Business

- There was no old business.

New Business

- Dr. Fantozzi introduced Monique Voss, Health Professions Education Foundation's (HPEF) Program Director, to report on the existing 10 HPEF programs. She noted that the Central Valley Nursing Scholarship Program and the Central Valley Faculty Fellowship Program have sunset, meaning that there were no application cycles this past

year. Monitoring the existing awardees' work obligations from these two Central Valley programs will continue until 2008. Ms. Voss also noted that the Youth Adolescent Prevention Program (YAPP) had its last application cycle on November 4th, 2005 with 3 awardees. Monitoring for this program will continue until 2011.

- Ms. Voss referred the committee to the revised January 2006 – May 2006 Program Summary Report. The committee reviewed the number of applications received, the number of applicants who were awarded, and the monies allocated for each of the HPEF programs. A total of \$802,467 was awarded to 115 awardees. She clarified that all of the funding for awardees was not spent because there were not a sufficient number of qualified applicants to receive an award. Dr. Robert Hetzka noted the total amount of awards for \$802,467 was incorrect; he pointed out that the total amount awarded was actually \$982,467.
- Dr. Fantozzi asked if the Committee was comfortable with how the allocations for program funding are being processed, and he wanted to know who decides these allocations. Ms. Robyn Boyer stated that the allocations for funding are decided by the Executive Director. The allocations vary based on licensure fees, private donations, operating costs, and administration costs. In addition, some of the programs are statutory driven with restrictions by funders and stake holders. Ms. Boyer noted that this is one of many challenges the Foundation faces. In particular, the Foundation needs time and resources to review operating costs. Dr. Fantozzi suggested that the Board may want to become involved in the allocation process and he will bring this up to the full Board.
- Dr. Fantozzi asked how the Advisory Committees are created, and the Program Committee discussed how they were previously established. Dr. Fantozzi stated that the Program Committee can help in developing these Advisory Committees. Discussion on this matter will continue in the next Programs Committee meeting to further explore options.
- Ms. Voss stated that all the ballots sent to the Board members for the March 24, 2006 cycle were not received. A Quorum of seven votes is needed in order for staff to send out contracts to awardees. Dr. Fantozzi stated that he would bring this to the full Board and report to Dr. Gitnick to vote on this item. He also noted that the ballot process should be revised so that the ballot is voted by the quorum in the Program Committee prior to the approval of all members of the Board.
- Dr. Hertzka asked if the Board would need to give public notice if the committee was to hold a closed conference call meeting concerning balloting. Ms. Elizabeth Wied, OSHPD Legal Counsel, stated that the Board has statutory rights to discuss applications in a closed meeting without public comment if the Foundation first gives notice of a closed meeting.
- Dr. Fantozzi noted that the Foundation will be administering several new programs whose regulations are currently being developed. The new programs are the Licensed Vocational Nursing (LVN) Scholarship and Loan Repayment Programs, the Licensed Mental Health Service Provider Education Program, and the Registered Nurse Educators Scholarship and Loan Repayment Programs. In addition, the Foundation will inherit the Steven M. Thompson Physician Corps Loan Repayment Program and the Physician Telemedicine Volunteer Program from the California Medical Board on July 1, 2006. Since Foundation staffing is small, an interagency agreement with the Medical Board will be established to assist with the administering of these two new physician programs for

one year. Ms. Voss will manage the programs until the two positions for staff recruitment are filled. The Medical Board needs to create an amendment for the current recipients of the Steven M. Thompson Physician Corps Loan Repayment Program, and OSHPD will establish new contracts prior to releasing funds.

- Dr. Fantozzi noted that the statute for the Steven M. Thompson Physician Corps Program calls for an Advisory Council of seven members, independent of himself and Barbara Yaroslavsky. He asked the Board to recommend appropriate people for these positions.
- Dr. Fantozzi requested that Ms. Mary Canobbio address the Board members about possibly having a volunteer component for nurses. She informed the committee that there will be a volunteer presentation sometime in June which would identify groups of nurses who would be available for this type of program. Ms. Boyer requested that Ms. Voss be informed when this meeting is held.
- Dr. Fantozzi suggested that the Committee should be involved with the Foundation's program regulatory process, and he requested a staff presentation to the Committee about proposed regulation. A motion was made by Dr. Fantozzi to ask the full Board to give the Program Committee authority to review proposed regulation from staff, which will be then forwarded to OSHPD for final decision. Dr. Hertzka so moved the motion and Ms. Barbara Yaroslavsky seconded the motion. Motion passed.
- The Committee suggested that the HPEF staff needs to gather outcome data on awardees. This information will assist the Board in identifying the geographic and demographic distribution of service locations.
- Angela Minniefield, Director of the Healthcare Workforce Community Development Division, has been invited to speak at the September 7, 2006 Board meeting regarding Geographic Information Systems (GIS) data. Dr. Hara has been working with Ms. Minniefield on the shortage designations as to where Nurse Practitioners and Physician Assistants have been practicing. Dr. Fantozzi will present the request for Ms. Minniefield's presentation to the full Board.

Public Comment

- There was no public comment.

Meeting Adjourned at 11:00 a.m.

Minutes submitted by Monique Voss and Sandra Lieu, HPEF